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HOT NEWS ! !

· **SYSTEM MODIFICATION SCENARIO**

System Modification Scenario Release 5 has been approved by the Corporate Steering Committee.
It is now available for implementation (select "DFAS Standard Software Process," then "System
Modification Scenario (SMS) Release 5". This release supersedes Release 3 and the Release 5 Draft
for Prototyping. Users should now be transitioning from Release 4 to Release 5. To see a summary
of changes made from the Draft for Prototyping version, select "Suggestion Box," "SMS Release 5 -
Final Review," and then "SMS Release 5 - Summary of Changes."

· **SYSTEM DEVELOPMENT SCENARIO**

System Development Scenario Release 3 (work-in-progress draft) can be viewed on the
development server (infoweb-it-dev.dfas.mil/is/pal/ssps/sds/newrel3/index.htm). Please note that this

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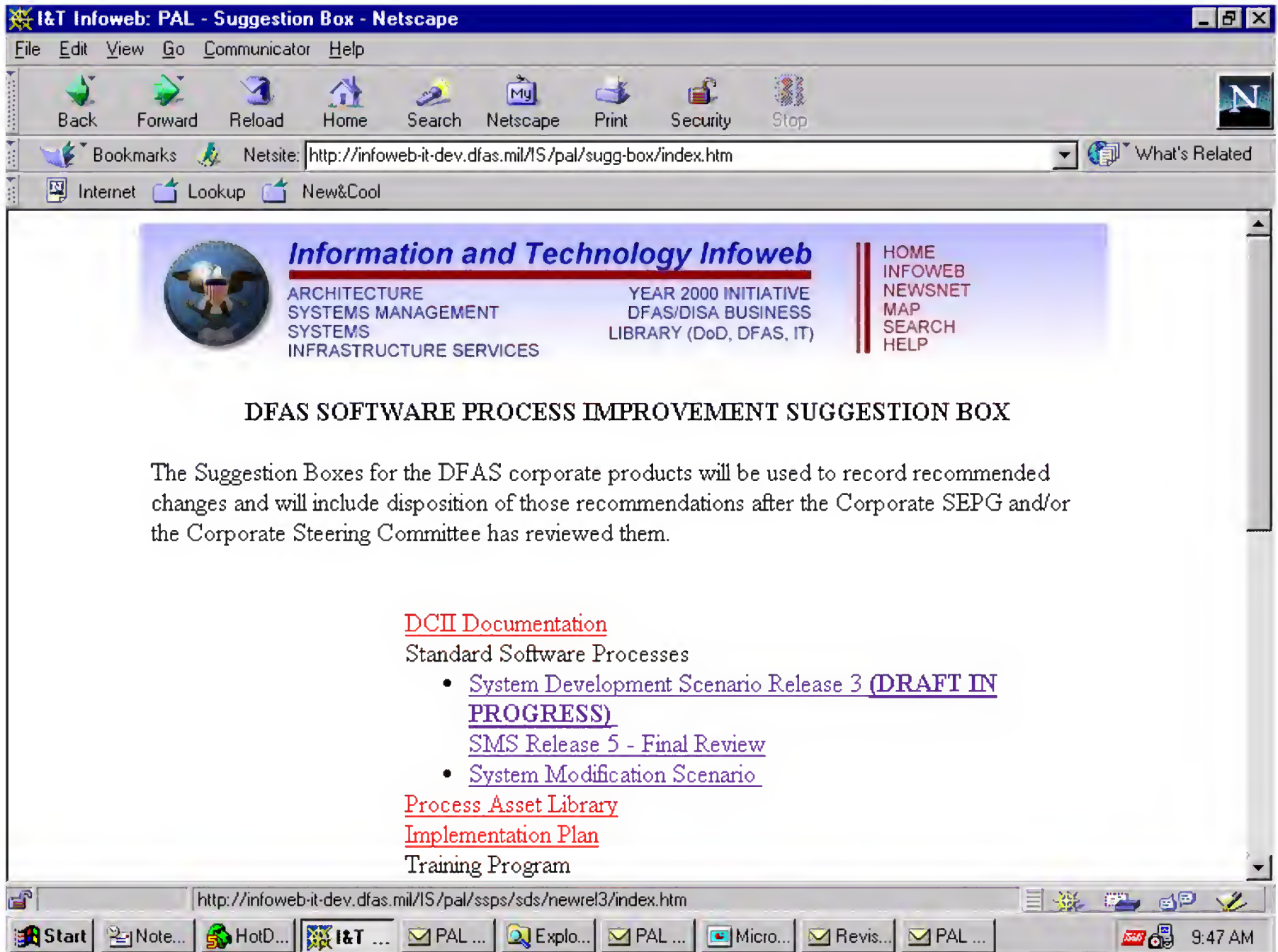LIBRARY (DoD, DFAS, IT)

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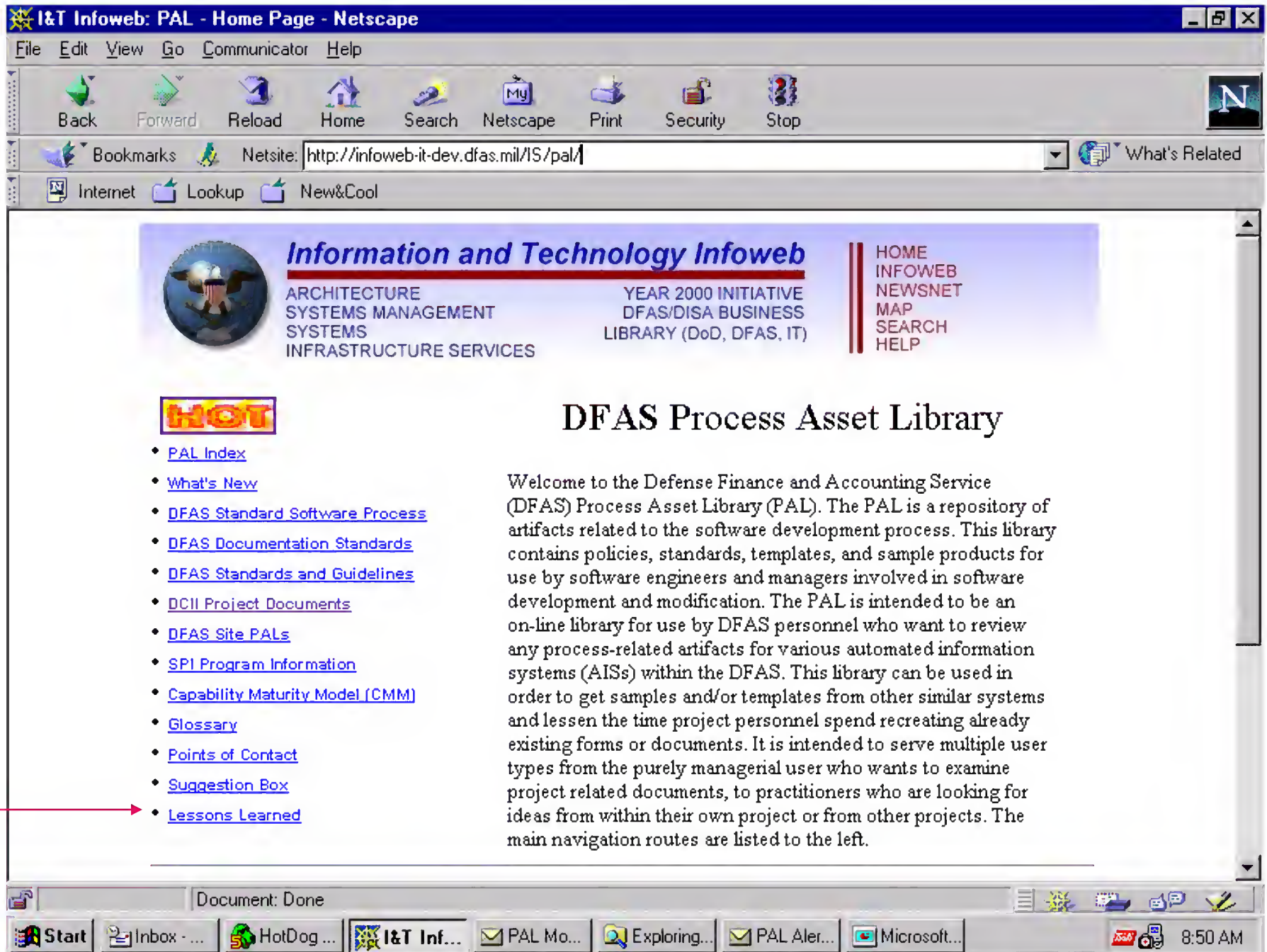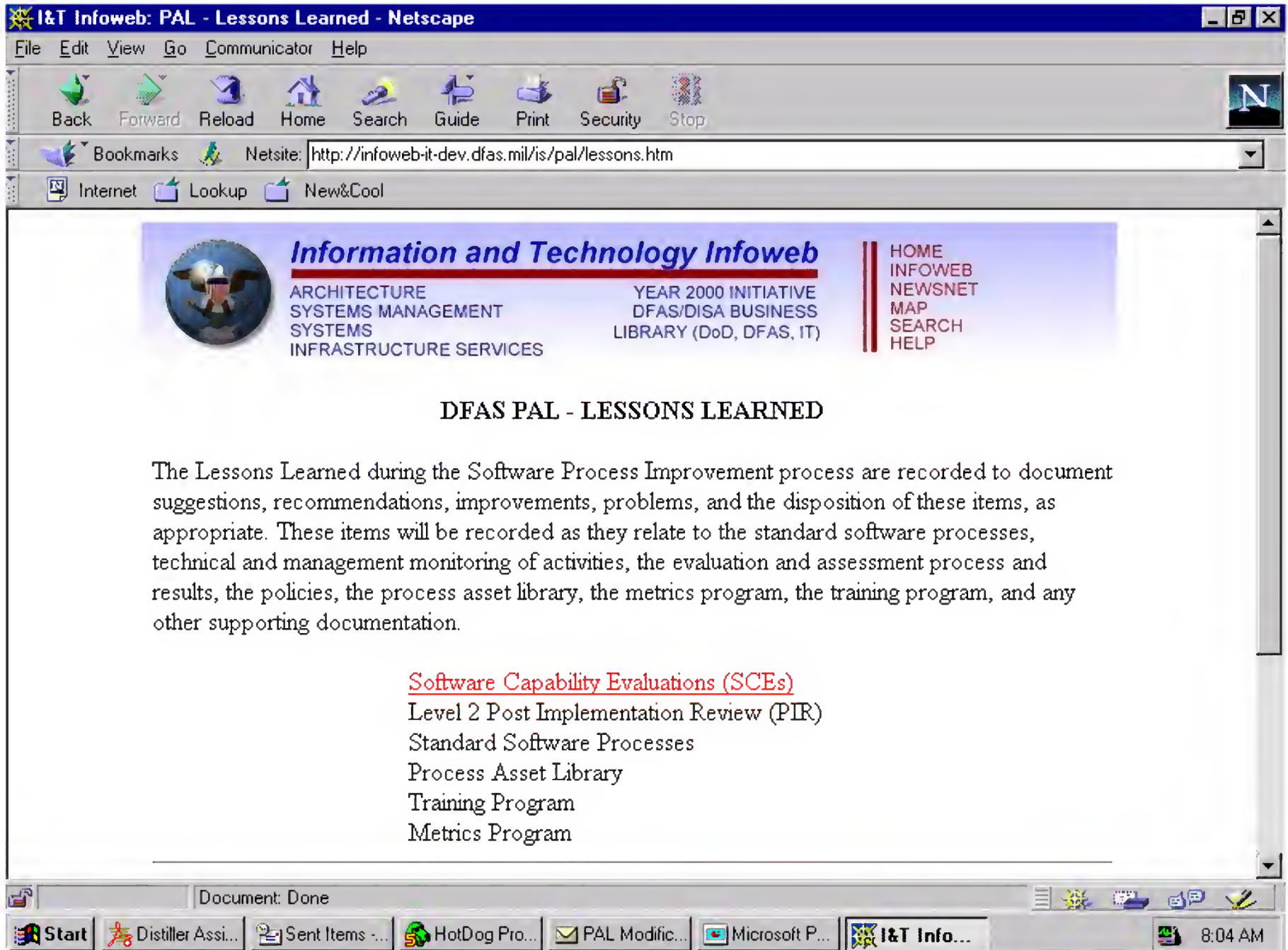INFOWEB
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AIS Process Documentation (Task)
Application and User Change Form
Application and User Change Procedures
Application Execution Environment (DFAS COE)
Application Sharing Form (DCII)
Application Sharing Procedures (DCII)

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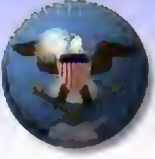Start | Inbox - ... | HotDog ... | I&T Inf... | PAL Mo... | Exploring... | PAL Aler... | Microsoft... | 8:50 AM

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SPI Updates

What's New in Software Process Improvement

June 1, 1999

Welcome to the DFAS Software Process Improvement Process Asset Library. The DFAS Process Asset Library (or PAL) is an on-line collection of policies, standards, templates, and artifacts related to the software development process. Please note that the PAL is an asset for all DFAS personnel. If you have ideas for enhancements or see items that need to be corrected, please send a note to the PAL Administrator at pal.admin@dfas.mil. We appreciate your support of the SPI Program.

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DFAS Standards and Guidelines

DFAS Software Engineering Environment | **DFAS Application Execution Environment**
DII COE | **Standard Documents**

· **Why Standards?**

DFAS Software Engineering Environment

- CMIS
- MS Help Generation
- User Interface
  - GUI Guidelines
  - GUI Checklists
  - PowerBuilder Standards
  - Web Style Guide
- Functional Requirements
  - Oracle Designer Functional Component Properties
  - Oracle Designer Functional Component Rules
- Oracle Designer **Design** Components
  - Standards and Guidelines

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DFAS CORPORATE INFORMATION INFRASTRUCTURE PROJECT DOCUMENTS

- **DFAS Corporate Database (DCD)**
- **DFAS Corporate Repository (DCR)**
- **DFAS Corporate Warehouse (DCW)**

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GLOSSARY OF SOFTWARE PROCESS IMPROVEMENT TERMS

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SPI POINTS OF CONTACT

Corporate Headquarters

Corporate Steering Committee

SPI Work Team

Local Software Process Engineering Groups (SEPGs)

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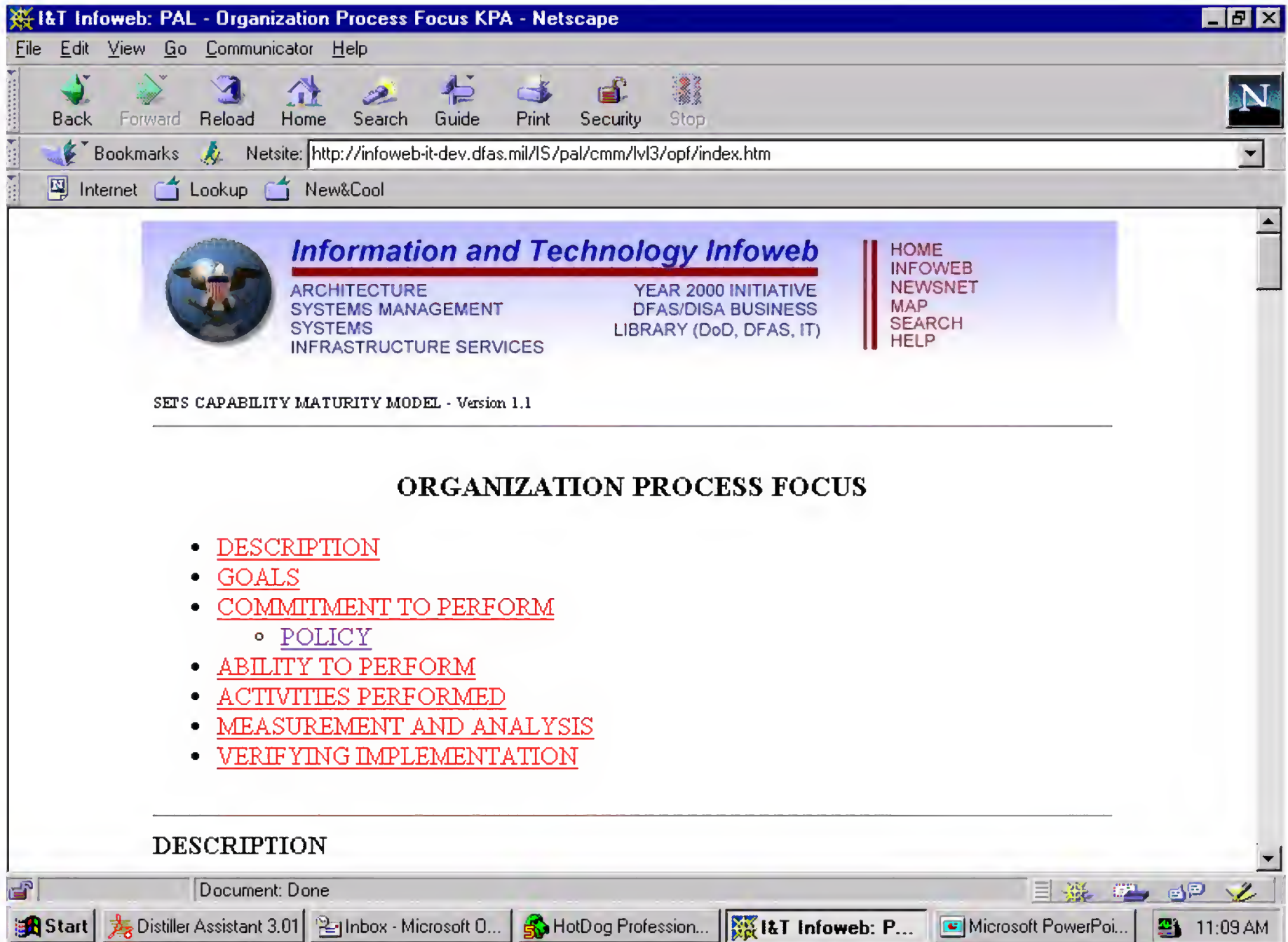DFAS/DISA BUSINESS
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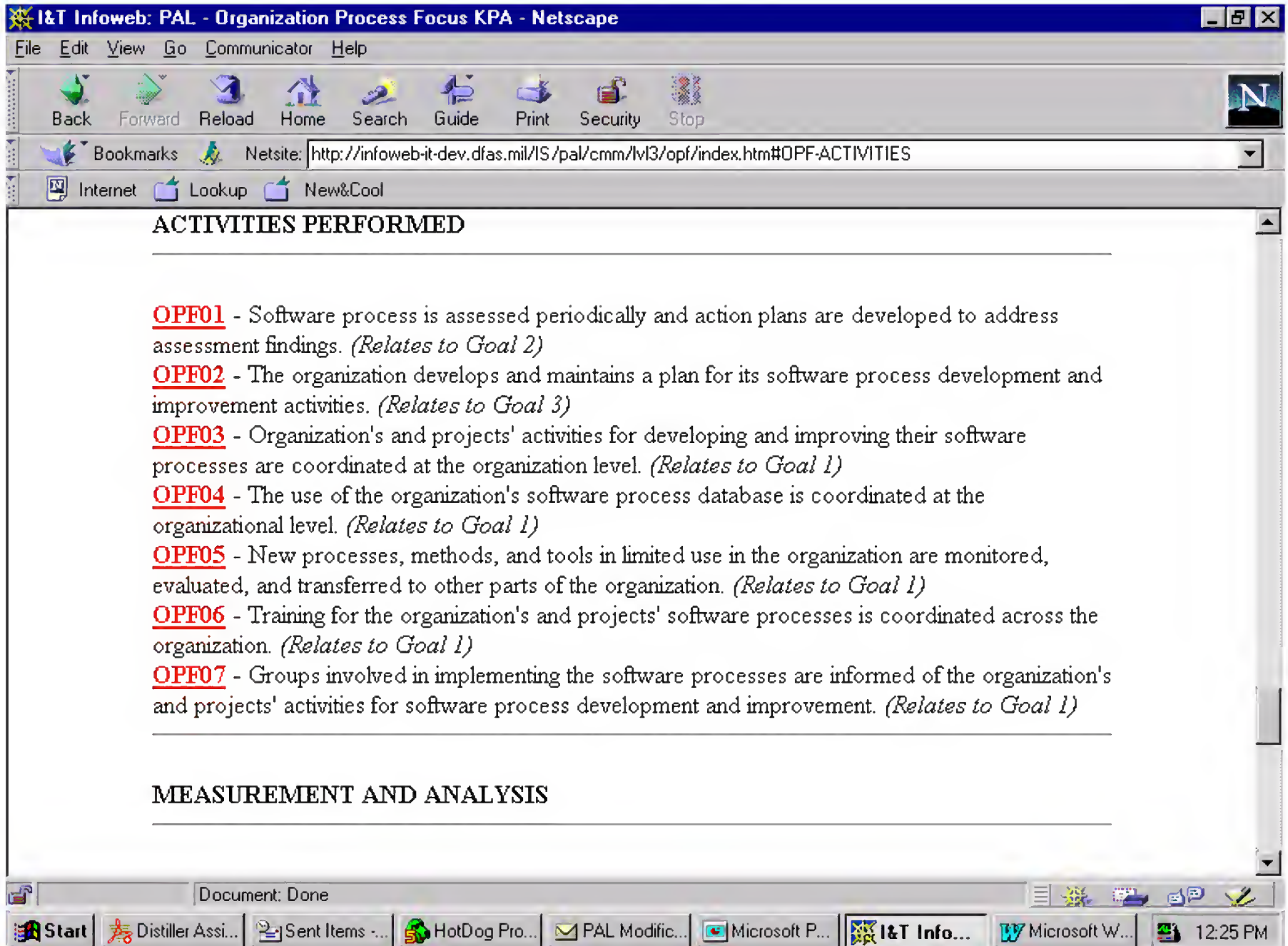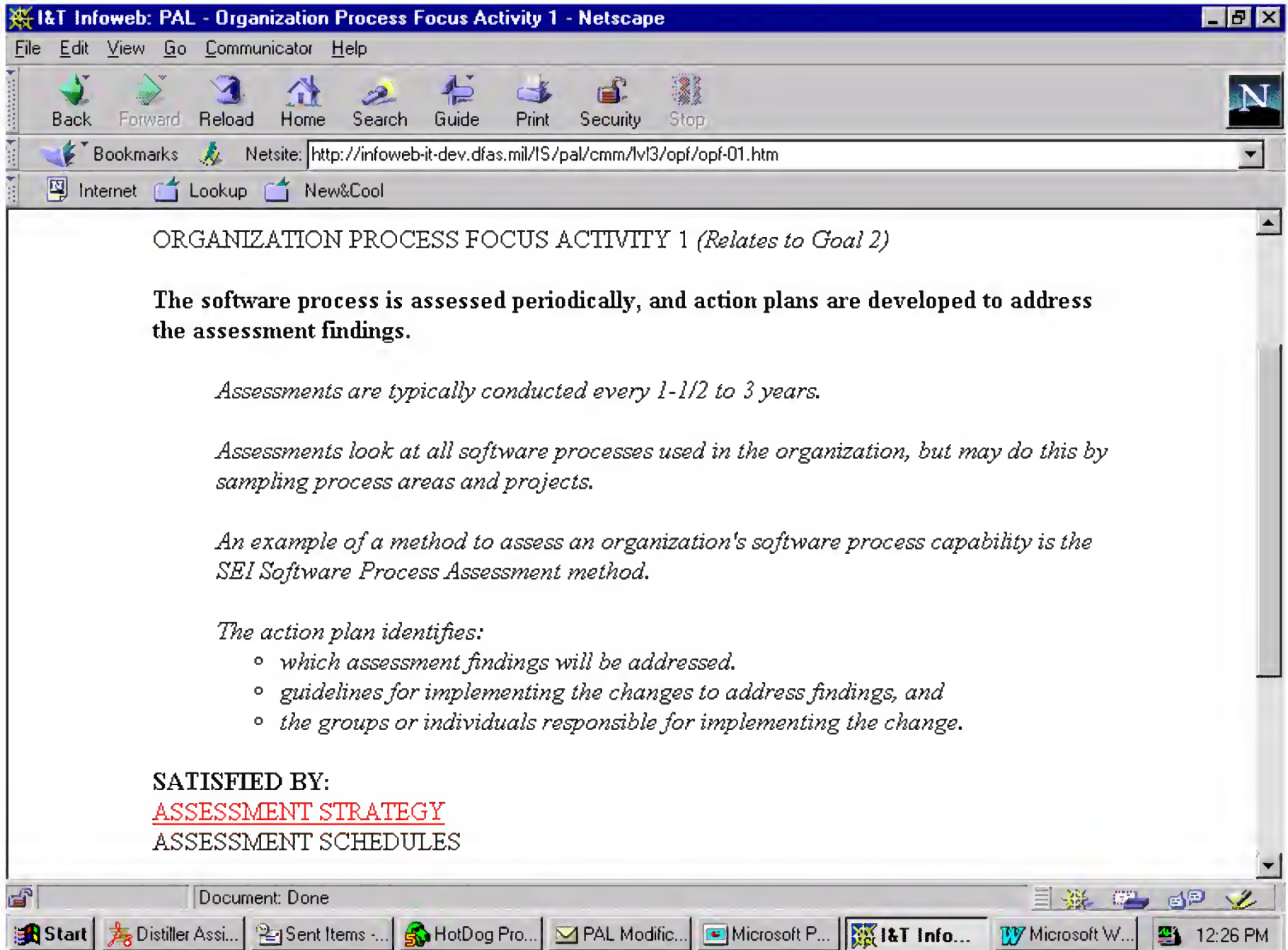
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DFAS SOFTWARE PROCESS IMPROVEMENT SUGGESTION BOX

The Suggestion Boxes for the DFAS corporate products will be used to record recommended changes and will include disposition of those recommendations after the Corporate SEPG and/or the Corporate Steering Committee has reviewed them.

DCII Documentation
Standard Software Processes
- System Development Scenario Release 3 (DRAFT IN PROGRESS)
  SMS Release 5 - Final Review
- System Modification Scenario
Process Asset Library
Implementation Plan
Training Program

http://infoweb-it-dev.dfas.mil/IS/pal/ssps/sds/newrel3/index.htm

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DFAS PAL - LESSONS LEARNED

The Lessons Learned during the Software Process Improvement process are recorded to document suggestions, recommendations, improvements, problems, and the disposition of these items, as appropriate. These items will be recorded as they relate to the standard software processes, technical and management monitoring of activities, the evaluation and assessment process and results, the policies, the process asset library, the metrics program, the training program, and any other supporting documentation.

Software Capability Evaluations (SCEs)
Level 2 Post Implementation Review (PIR)
Standard Software Processes
Process Asset Library
Training Program
Metrics Program

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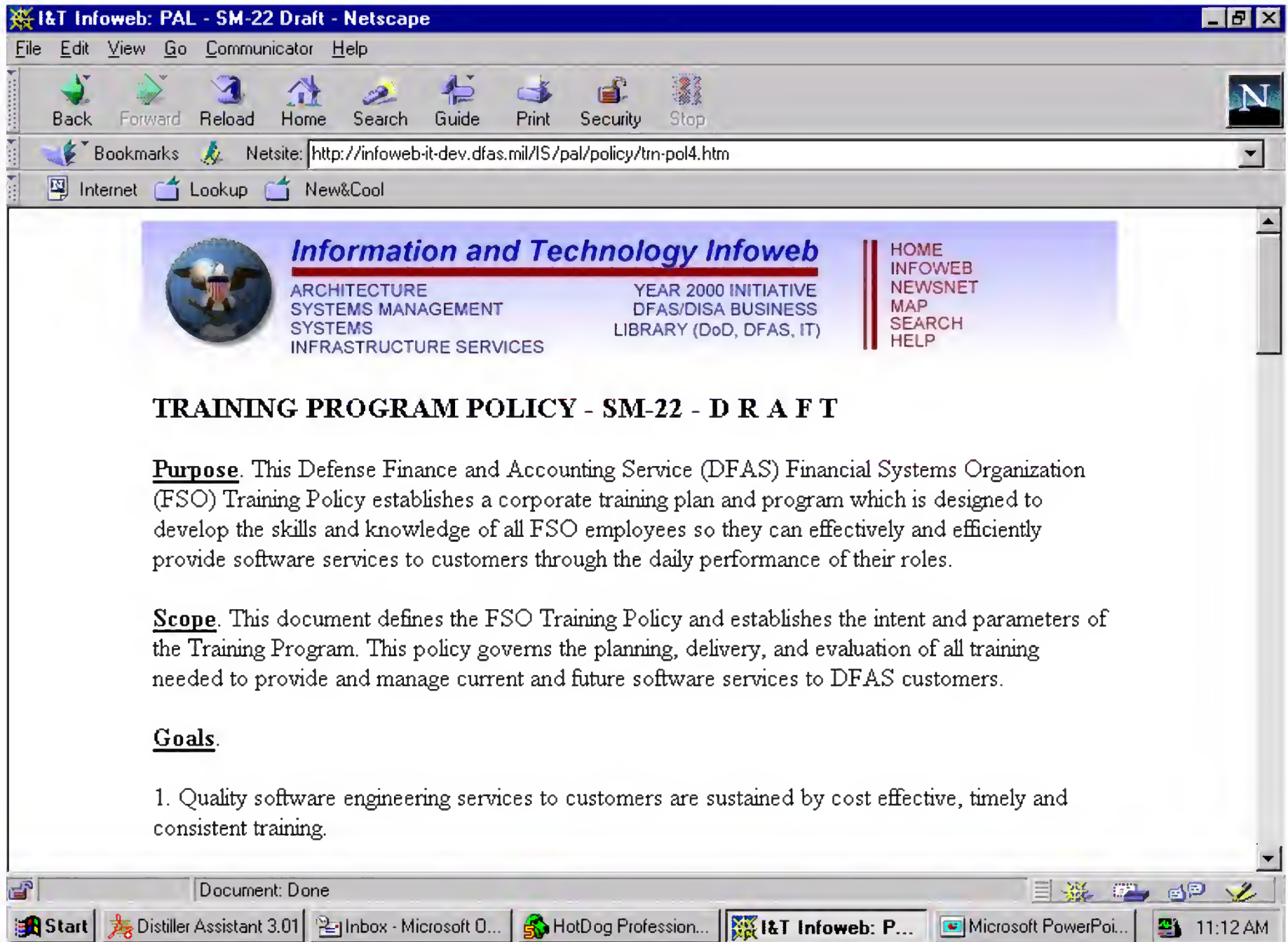DFAS/DISA BUSINESS
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SPI PROGRAM INFORMATION

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SPI Plans	• Strategic Action Plan • Level 3 Software Process Development and Improvement Activities
Policies	• Index of Systems Policies
SPI Program Education	• Index of the Organization's SPI Training Courses
Process	• Standard Software Process Definition Standard

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SPI PROGRAM EDUCATION

OVERVIEW
LEVEL 2 (based on SMS Release 4)
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RM Performance Check
PROJECT MANAGEMENT
PM Performance Check
CONFIGURATION MANAGEMENT
CONFIGURATION MANAGEMENT INFORMATION SYSTEM
CMIS Users Manual
SOFTWARE QUALITY ASSURANCE
SQA Performance Check
UNIT TEST
UT Performance Check
LEVEL 3
LEVEL 3 STRATEGY BRIEFING
LEVEL 3 OVERVIEW COURSE

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- Key Features
- Understanding Level 3
- Overview of Key Process Areas
- Policies for Level 3 Key Process Areas
- Standard Software Processes
- Tailoring the Standard Software Process
- AIS's Defined Software Process
- Process Asset Library

OVERVIEW OF LEVEL 3

The purpose of this course is to provide a high-level overview of the Level 3 requirements.

The objectives are:

- to familiarize course participants with the contents of the Process Asset Library (PAL)
- introduce users to some of the basic requirements associated with CMM Level 3
- provide an opportunity for users to gain confidence in using the PAL for finding desired resources

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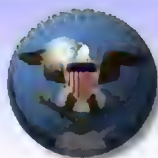
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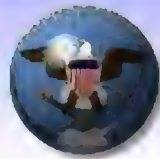INFOWEB
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LEVEL 3 KEY FEATURES

The emphasis shifts to the organization, rather than the project.

- best practices are gathered across the organization
- processes are tailored as appropriate

The organization supports the projects by establishing:

- common processes
- common measurements
- training

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UNDERSTANDING LEVEL 3 - THE DEFINED MATURITY LEVEL

- A standard process (or processes) for developing and maintaining software is documented and used across the organization.
- The outputs of one task flow smoothly into the inputs of the next task.
- At this level, the organization builds processes that empower the individuals doing the work.
- Processes are measured to identify strengths and weaknesses - to maximize strengths and minimize weaknesses.
- The production of the software product is visible throughout the software process.

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OVERVIEW OF LEVEL 3 KEY PROCESS AREAS

- Organization Process Focus
- Organization Process Definition
- Training Program
- Integrated Software Management
- Software Product Engineering
- Intergroup Coordination
- Peer Reviews

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ORGANIZATION PROCESS FOCUS (OPF)

・ *PURPOSE* is to establish the organizational responsibility for software process activities that improve the organization's overall software process capability.

・ *FOCUS* - OPF focuses on **who**.

・ *INVOLVES*

- developing and maintaining an understanding of the organization's and projects' software processes
- coordinating the activities to assess, develop, maintain, and improve these processes

・ *BENEFITS* are coordination and understanding of the development and maintenance of the software processes across current and future software projects.

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SETS CAPABILITY MATURITY MODEL - Version 1.1

ORGANIZATION PROCESS FOCUS

- DESCRIPTION
- GOALS
- COMMITMENT TO PERFORM
  - POLICY
- ABILITY TO PERFORM
- ACTIVITIES PERFORMED
- MEASUREMENT AND ANALYSIS
- VERIFYING IMPLEMENTATION

DESCRIPTION

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ACTIVITIES PERFORMED

OPF01 - Software process is assessed periodically and action plans are developed to address assessment findings. *(Relates to Goal 2)*

OPF02 - The organization develops and maintains a plan for its software process development and improvement activities. *(Relates to Goal 3)*

OPF03 - Organization's and projects' activities for developing and improving their software processes are coordinated at the organization level. *(Relates to Goal 1)*

OPF04 - The use of the organization's software process database is coordinated at the organizational level. *(Relates to Goal 1)*

OPF05 - New processes, methods, and tools in limited use in the organization are monitored, evaluated, and transferred to other parts of the organization. *(Relates to Goal 1)*

OPF06 - Training for the organization's and projects' software processes is coordinated across the organization. *(Relates to Goal 1)*

OPF07 - Groups involved in implementing the software processes are informed of the organization's and projects' activities for software process development and improvement. *(Relates to Goal 1)*

MEASUREMENT AND ANALYSIS

ORGANIZATION PROCESS FOCUS ACTIVITY 1 *(Relates to Goal 2)*

The software process is assessed periodically, and action plans are developed to address the assessment findings.

Assessments are typically conducted every 1-1/2 to 3 years.

Assessments look at all software processes used in the organization, but may do this by sampling process areas and projects.

An example of a method to assess an organization's software process capability is the SEI Software Process Assessment method.

The action plan identifies:
- *which assessment findings will be addressed.*
- *guidelines for implementing the changes to address findings, and*
- *the groups or individuals responsible for implementing the change.*

SATISFIED BY:
ASSESSMENT STRATEGY
ASSESSMENT SCHEDULES

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OVERVIEW OF LEVEL 3 KEY PROCESS AREAS

- Organization Process Focus
- Organization Process Definition
- Training Program
- Integrated Software Management
- Software Product Engineering
- Intergroup Coordination
- Peer Reviews

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POLICY SUMMARIES FOR LEVEL 3
KEY PROCESS AREAS

- Organization Process Focus and Definition
- Training Program
- Integrated Software Management
- Software Product Engineering
- Intergroup Coordination
- Peer Reviews

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TRAINING PROGRAM POLICY SUMMARY
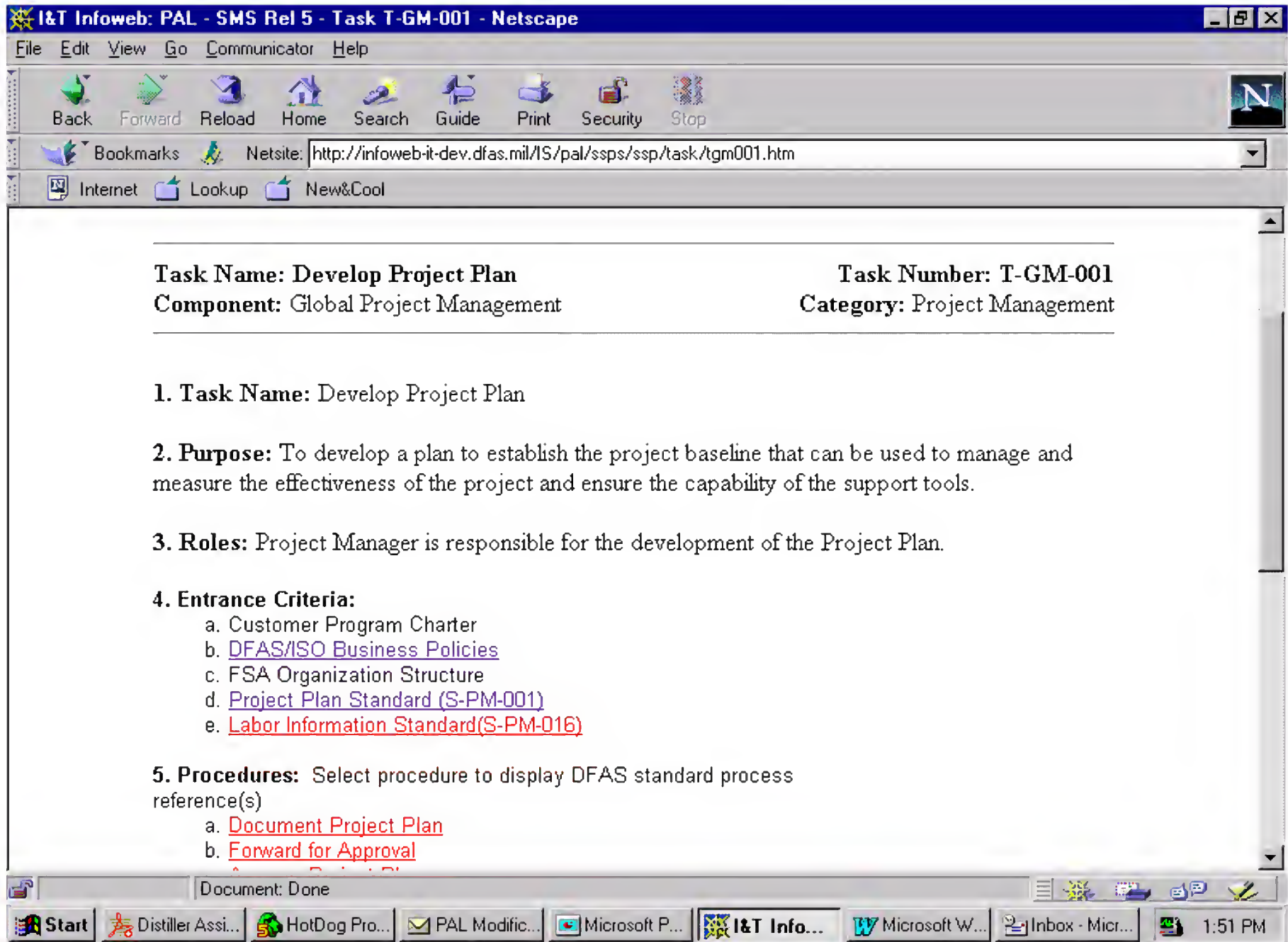
- Establishes corporate training program and plan
- Assigns responsibility for establishing and maintaining core competencies
- Identifies a requirement for training records at all levels
- Identifies a Corporate Software Engineering Process Group to:
- Establishes requirements for standards related to courseware, instruction
  media, schedules and certifications
- Establishes periodic reviews and evaluations of the training program

POLICY   START   PREVIOUS   NEXT

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TRAINING PROGRAM POLICY - SM-22 - D R A F T

Purpose. This Defense Finance and Accounting Service (DFAS) Financial Systems Organization (FSO) Training Policy establishes a corporate training plan and program which is designed to develop the skills and knowledge of all FSO employees so they can effectively and efficiently provide software services to customers through the daily performance of their roles.

Scope. This document defines the FSO Training Policy and establishes the intent and parameters of the Training Program. This policy governs the planning, delivery, and evaluation of all training needed to provide and manage current and future software services to DFAS customers.

Goals.

1. Quality software engineering services to customers are sustained by cost effective, timely and consistent training.

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POLICY SUMMARIES FOR LEVEL 3 KEY PROCESS AREAS

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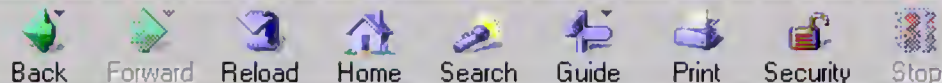## STANDARD SOFTWARE PROCESSES (SCENARIOS)

Scenarios have been established as the DFAS standard software processes, or life cycles. These scenarios establish the framework for developing or modifying software within DFAS. The standard software processes enable the organization to improve process maturity throughout DFAS. These scenarios contain tasks that satisfy the Software Engineering Institute's Capability Maturity Model (CMM) Level 2 and 3 key process areas (KPAs).

- Selection of Scenarios
- Scenario Structure

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DFAS Standard Software Process

The DFAS Standard Software Process provides operational definition of basic processes that guide the establishment of common software processes across software projects in the organization. It describes the fundamental software process elements that each software project is expected to incorporate into its defined software process. It also describes the relationships (e.g., ordering and interfaces) between software process elements. Use of the standard process will enable the organization to improve process maturity throughout DFAS.

System Modification Scenario (SMS) Release 5

System Development Scenario (SDS)

System Operations Scenario (SOS)

System Modification Scenario (SMS) Release 4

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SCENARIO STRUCTURE

Components contain a logically grouped set of tasks that perform a software development function. All components are considered core (required). Examples of components are Global Project Management, Requirements Initiation, Functional Analysis, Technical Design, Development, System Testing, Delivery.

Tasks represent a particular activity or set of activities that occur within a component. Tasks are defined as core or optional (project specific) within a scenario. The order in which tasks are performed may be tailored by individual projects. Tasks contain an *EPVX* model showing the Entrance criteria, Procedures, Verification activities, and eXit criteria.

Documentation Standards define the objects produced or used by defined tasks. They define minimum essential data to be included in the product produced. They do not represent a required format, but may be used as a template.

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Release 5, Version 1.0   SYSTEM MODIFICATION SCENARIO   September 10, 1999

System Modification Scenario
Release 5, Version 1.0

The System Modification Scenario (SMS) establishes the framework for modifying software within DFAS. There are eight components that comprise the SMS. A component represents the highest level of the SMS. Each component contains a logical set of tasks grouped to perform a software engineering function. A task represents a particular activity or set of activities that occur within one or more components. Selection of a component will display tasks in a preferred order.

Components
Global Project Management

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Global Project Management

Global Project Management (GM) outlines the AIS project tasks that pertain to overall management of the organization and software engineering processes. AIS managers and the customers establish an operational and process framework for the project. Tasks to accomplish the GM component are listed below. All tasks are considered core tasks unless annotated as "optional". Selection of a task provides a description of procedures to be performed.

Task Ordering

Develop Project Plan (T-GM-001)

Develop Software Quality Assurance Plan (T-GM-002)

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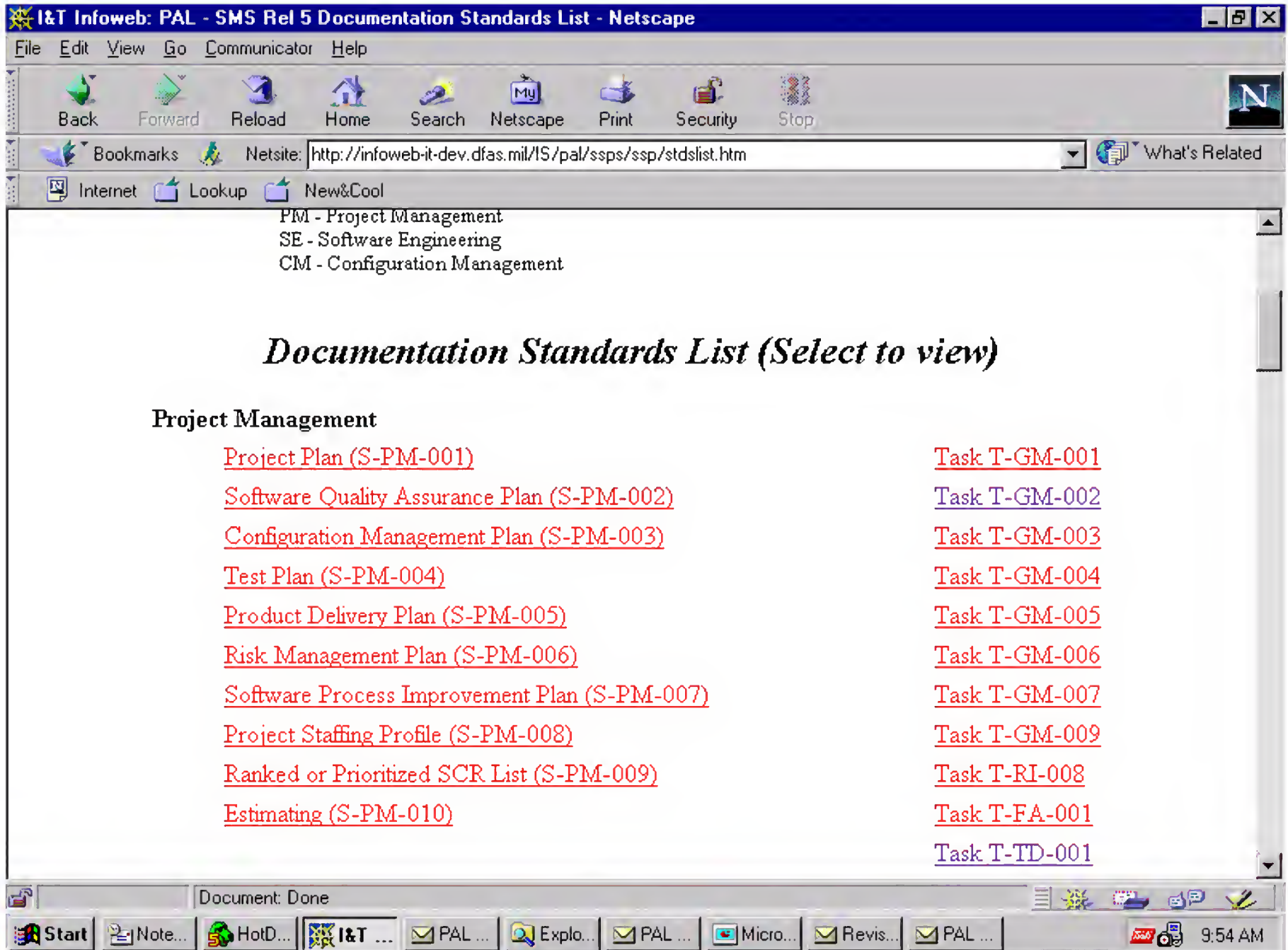- AIS's Defined Software Process
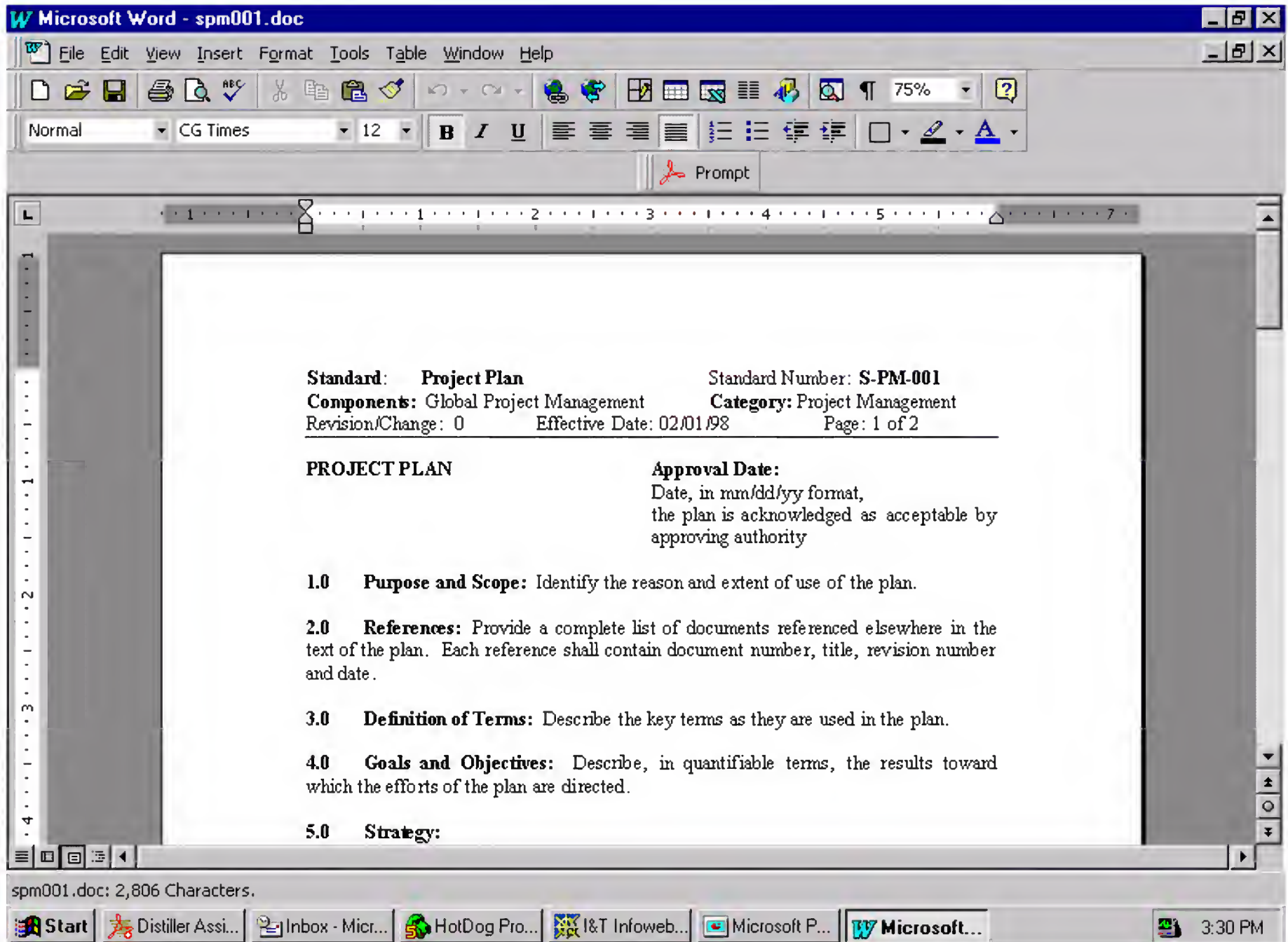- Process Asset Library

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Task Name: Develop Project Plan   **Task Number: T-GM-001**
Component: Global Project Management   **Category:** Project Management

1. Task Name: Develop Project Plan

2. Purpose: To develop a plan to establish the project baseline that can be used to manage and measure the effectiveness of the project and ensure the capability of the support tools.

3. Roles: Project Manager is responsible for the development of the Project Plan.

4. Entrance Criteria:
    a. Customer Program Charter
    b. DFAS/ISO Business Policies
    c. FSA Organization Structure
    d. Project Plan Standard (S-PM-001)
    e. Labor Information Standard(S-PM-016)

5. Procedures: Select procedure to display DFAS standard process reference(s)
    a. Document Project Plan
    b. Forward for Approval

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TASK EPVX MODEL

Task Name: Name of task identified.

Purpose: Brief explanation of why task is performed.

Roles: Various resources required to carry out task.

Entrance Criteria: Contains any documents, data, or other products that are required for or used during this task; tasks or procedures that must be executed prior to this task; conditions that must apply to any documents, data, or products needed to complete task; applicable process or product standards.

Procedures: Specifies major steps that make up a task.

Verification Activities: Identifies activities required to validate the task is completed and exit criteria is fulfilled.

Exit Criteria: Contains any documents, data, or other products produced by the task; conditions that apply to any documents, data, or other products produced by the task; identification of any reviews that must be successfully completed during this task.

Measures: Contains measures that identify data collected as part of this task.

TASK STANDARD | ABOUT SCENARIOS | PREVIOUS | START | NEXT

STANDARD SOFTWARE PROCESS DEFINITION STANDARD
for SYSTEM MODIFICATION SCENARIO

Purpose

This standard specifies the content and format requirements for all process definitions that will be contained in the FSO's standard software processes.

Goals
· To provide a common framework for process definition.
· To aid in the standardization efforts of the FSO.
· To allow for tailoring by the individual Automated Information Systems (AISs) to adapt organizational process to unique requirements.

Benefits

The use of a common organizational process definition standard will support greater predictability, consistency and uniformity in the process definitions created by the FSO.

Approval Procedures:

The FSO Director approves this standard and any changes to it.

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TASK EPVX MODEL

Task Name: Name of task identified.

Purpose: Brief explanation of why task is performed.

Roles: Various resources required to carry out task.

Entrance Criteria: Contains any documents, data, or other products that are required for or used during this task; tasks or procedures that must be executed prior to this task; conditions that must apply to any documents, data, or products needed to complete task; applicable process or product standards.

Procedures: Specifies major steps that make up a task.

Verification Activities: Identifies activities required to validate the task is completed and exit criteria is fulfilled.

Exit Criteria: Contains any documents, data, or other products produced by the task; conditions that apply to any documents, data, or other products produced by the task; identification of any reviews that must be successfully completed during this task.

Measures: Contains measures that identify data collected as part of this task.

TASK STANDARD | ABOUT SCENARIOS | PREVIOUS | START | NEXT

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- Overview of Key Process Areas
- Policies for Level 3 Key Process Areas
- Standard Software Processes
- Tailoring the Standard Software Process
- AIS's Defined Software Process
- Process Asset Library

SCENARIO STRUCTURE

Components contain a logically grouped set of tasks that perform a software development function. All components are considered core (required). Examples of components are Global Project Management, Requirements Initiation, Functional Analysis, Technical Design, Development, System Testing, Delivery.

Tasks represent a particular activity or set of activities that occur within a component. Tasks are defined as core or optional (project specific) within a scenario. The order in which tasks are performed may be tailored by individual projects. Tasks contain an *EPVX* model showing the Entrance criteria, Procedures, Verification activities, and eXit criteria.

Documentation Standards define the objects produced or used by defined tasks. They define minimum essential data to be included in the product produced. They do not represent a required format, but may be used as a template.

START PREVIOUS NEXT

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PM - Project Management
SE - Software Engineering
CM - Configuration Management

Documentation Standards List (Select to view)

Project Management

Project Plan (S-PM-001)	Task T-GM-001
Software Quality Assurance Plan (S-PM-002)	Task T-GM-002
Configuration Management Plan (S-PM-003)	Task T-GM-003
Test Plan (S-PM-004)	Task T-GM-004
Product Delivery Plan (S-PM-005)	Task T-GM-005
Risk Management Plan (S-PM-006)	Task T-GM-006
Software Process Improvement Plan (S-PM-007)	Task T-GM-007
Project Staffing Profile (S-PM-008)	Task T-GM-009
Ranked or Prioritized SCR List (S-PM-009)	Task T-RI-008
Estimating (S-PM-010)	Task T-FA-001
	Task T-TD-001

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Standard:	**Project Plan**	Standard Number: **S-PM-001**
Components: Global Project Management		**Category:** Project Management
Revision/Change: 0	Effective Date: 02/01/98	Page: 1 of 2

PROJECT PLAN

Approval Date:
Date, in mm/dd/yy format,
the plan is acknowledged as acceptable by
approving authority

1.0 Purpose and Scope: Identify the reason and extent of use of the plan.

2.0 References: Provide a complete list of documents referenced elsewhere in the text of the plan. Each reference shall contain document number, title, revision number and date.

3.0 Definition of Terms: Describe the key terms as they are used in the plan.

4.0 Goals and Objectives: Describe, in quantifiable terms, the results toward which the efforts of the plan are directed.

5.0 Strategy:

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START   PREVIOUS   NEXT

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TAILORING THE STANDARD SOFTWARE PROCESS

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- All tasks are considered core unless annotated "optional"
- Reasons for tailoring:
  - To accommodate unique customer requirements or agreement
  - To continue use of current development tools other than specified in DFAS's organizational policies
  - To develop software for current unique operating environments or target platforms
- Tailored software process is reviewed by the local SQA staff
- SEO/I&T Director reviews and approves the tailored software process and submits it to ISO
- Approval of tailored software process is granted by ISO's Director of Systems Engineering Support
- An AIS's Defined Software Process is derived from it's approved tailored software process. The AIS Defined Software Process contains the roles, criteria, timeframes, and procedures for how the tasks are completed in the AIS's day-to-day operations.

TAILORING GUIDELINES   START   NEXT
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FINANCIAL SYSTEMS ORGANIZATION'S
STANDARD SOFTWARE PROCESS
TAILORING GUIDELINES

1. Background. The FSO standard software processes are influenced by customer demands and unique business requirements. All components defined in the standard software processes (or scenarios) are required for an Automated Information System (AIS). However, FSAs/DSEs may not perform all of these components, based on the roles and responsibilities agreed to by the customer. Tasks within the components may also require tailoring due to unique divisions of responsibilities, tools, operating environments, or platforms. These tailoring guidelines facilitate the FSA/DSE in defining an AIS Tailored Software Process and an AIS Defined Process.

2. Deviations. All tasks within components are considered core (required) and must be included unless annotated as "optional" or approved for deviation. Deviations are defined as core tasks that are not performed by the FSA/DSE. These deviations must be documented and approved. Customers may perform some of the tasks outlined in the scenario. The FSA/DSE must request approval for not performing a core task within the scenario. The final approval for all deviations is granted by the FSO's Director of Systems Management using the approval procedure outlined in paragraph 4.

3. AIS Tailored Software Process. The scenario contains all of the components used in the modification of software. The order in which the tasks within the components are executed may

Document: Done

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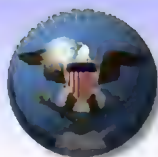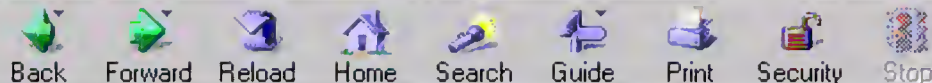## TAILORING THE STANDARD SOFTWARE PROCESS

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RECORD AND ANALYZE PROBLEM
(T-RI-001)

DETERMINE ROUTING
(T-RI-002)

EVALUATE PROBLEM
(T-RI-003)

RESOLVE PROGRAM TROUBLE REPORT
(T-RI-004)

RECORD SYSTEM CHANGE REQUEST
(T-RI-006)
THIS TASK IS REPITITIOUS OF T-RI-005

CONVERT PTR TO SCR
(T-RI-005)
THIS TASK IS PERFORMED BY CM ONLY FOR TECHNICAL SCRS!

VALIDATE SYSTEM CHANGE REQUEST
(T-RI-007)

RANK OR PRIORITIZE SYSTEM CHANGE REQUESTS
(T-RI-008)
THIS TASK IS PERFORMED BY THE CUSTOMER

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	Plan			
GM-12	Develop IDPs			
GM-13	Develop Project Training Plan			
	REQUIREMTS INITIATION			
RI-01	Record and Analyze Problem	**Waive**	All PTR evaluating and processing is done by our customer. They send us PTRs via hardcopy. They only enter SCRs in CMIS.	
RI-02	Determine Routing	**Waive**		
RI-03	Evaluate Problem	**Waive**		
RI-04	Resolve PTR	**Waive**		
RI-05	Convert PTR to SCR	Modify Rename	This is where we receive, log, and route any Change Request; Renamed _Record and Route Change Request_.	RI-01
RI-06	Record SCR	Modify	Not a separate task for us. It's part of our modified RI-05 (renumbered as RI-01 above).	RI-01
RI-07	Validate SCR	Modify Rename	This is where we evaluate and estimate each Change Request; renamed: _Evaluate and Estimate Change Request_	RI-02
RI-08	Rank or Prioritize SCR	**Waive**	_We don't do this_	

Netsite: http://infoweb-it-dev.dfas.mil/is/pal/spipgmdc/l3intr37.htm

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AIS's DEFINED SOFTWARE PROCESS

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- Procedures in the scenario tasks:
  - Must contain references to particular parts of local documents **or**
  - Must be defined by a set of detailed procedures (narrative or EPVX format)
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  - Will be annotated as project-unique, SEO/I&T standard, DFAS standard, or DFAS best practice
  - Will be included in the PAL

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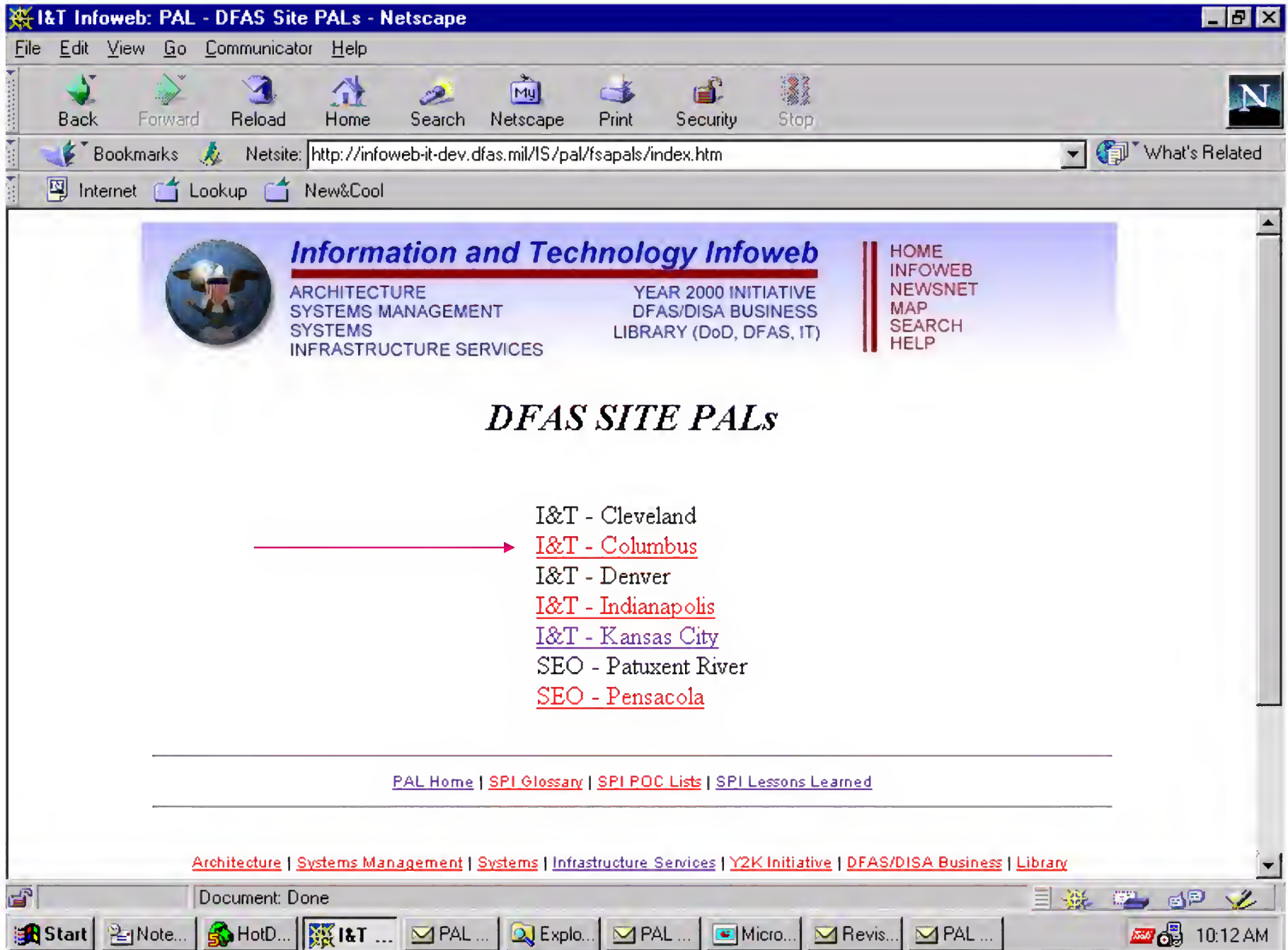
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- DFAS Standard Software Process
- DFAS Documentation Standards
- DFAS Standards and Guidelines
- DCII Project Documents
- DFAS Site PALs
- SPI Program Information
- Capability Maturity Model (CMM)
- Glossary
- Points of Contact
- Suggestion Box
- Lessons Learned

DFAS Process Asset Library

Welcome to the Defense Finance and Accounting Service (DFAS) Process Asset Library (PAL). The PAL is a repository of artifacts related to the software development process. This library contains policies, standards, templates, and sample products for use by software engineers and managers involved in software development and modification. The PAL is intended to be an on-line library for use by DFAS personnel who want to review any process-related artifacts for various automated information systems (AISs) within the DFAS. This library can be used in order to get samples and/or templates from other similar systems and lessen the time project personnel spend recreating already existing forms or documents. It is intended to serve multiple user types from the purely managerial user who wants to examine project related documents, to practitioners who are looking for ideas from within their own project or from other projects. The main navigation routes are listed to the left.

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SEO - Pensacola

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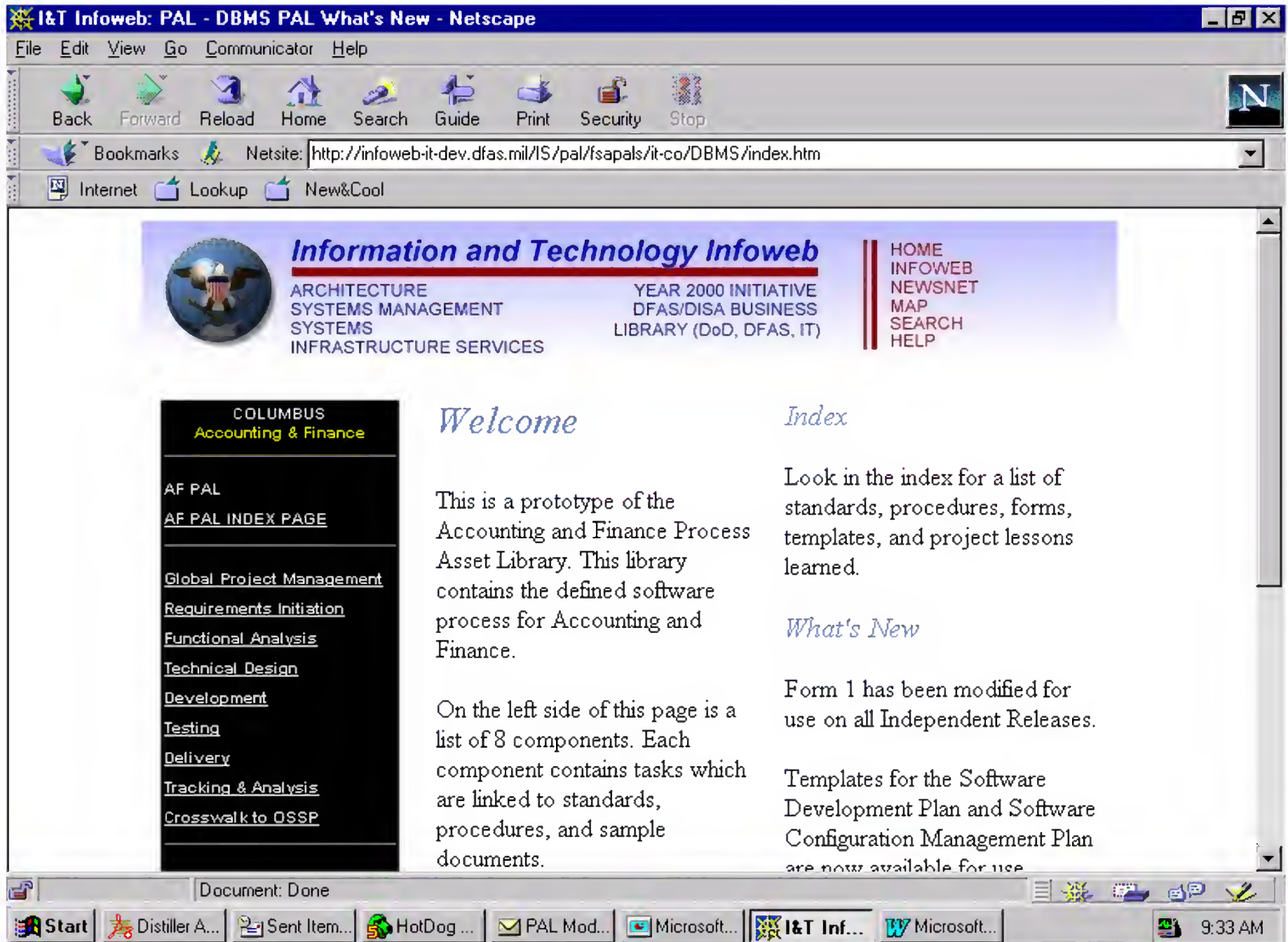MAP
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- Columbus SPI Documentation
- Project Defined Processes
  - DBMS
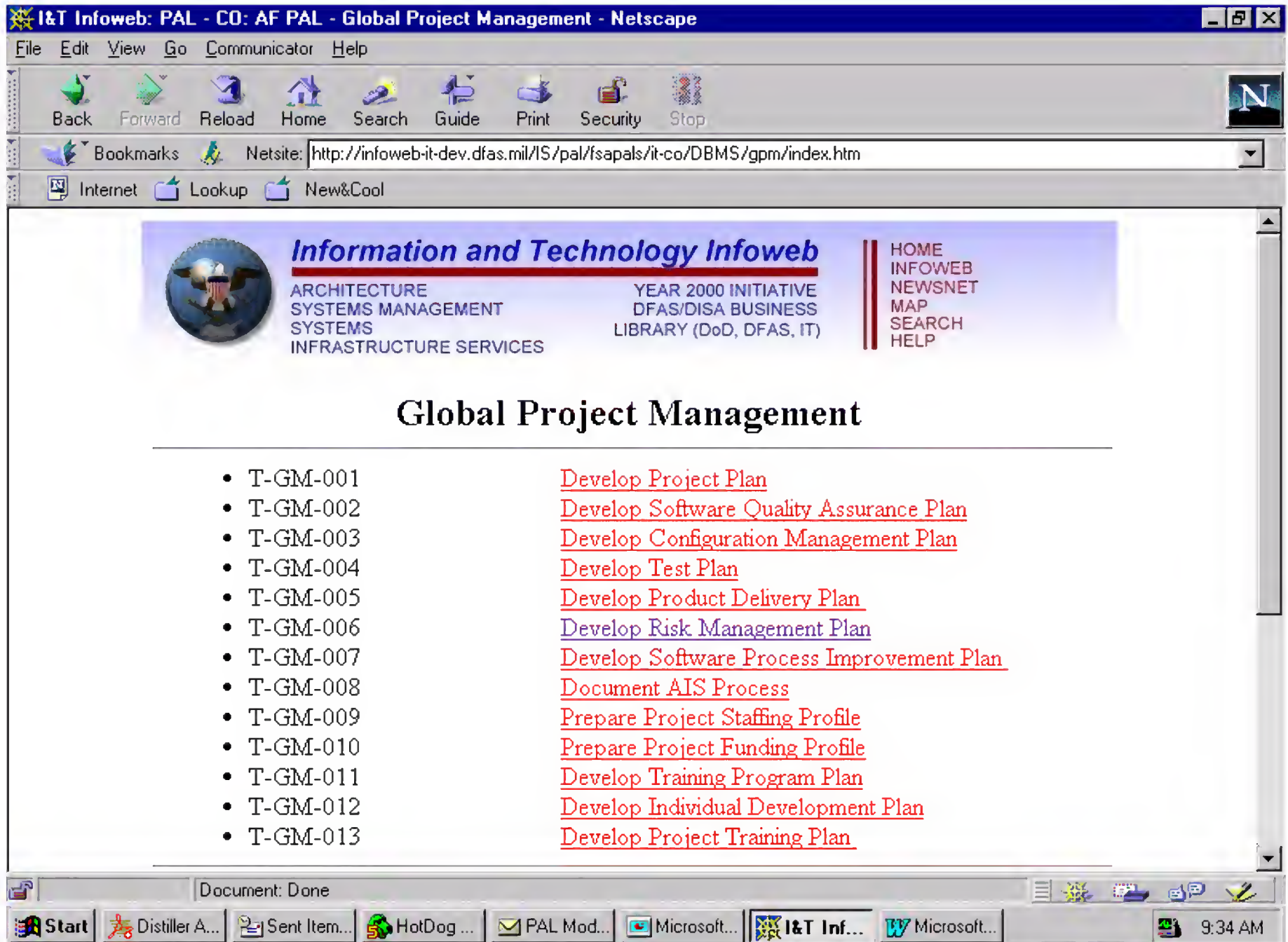- Tool Management
- Lessons Learned
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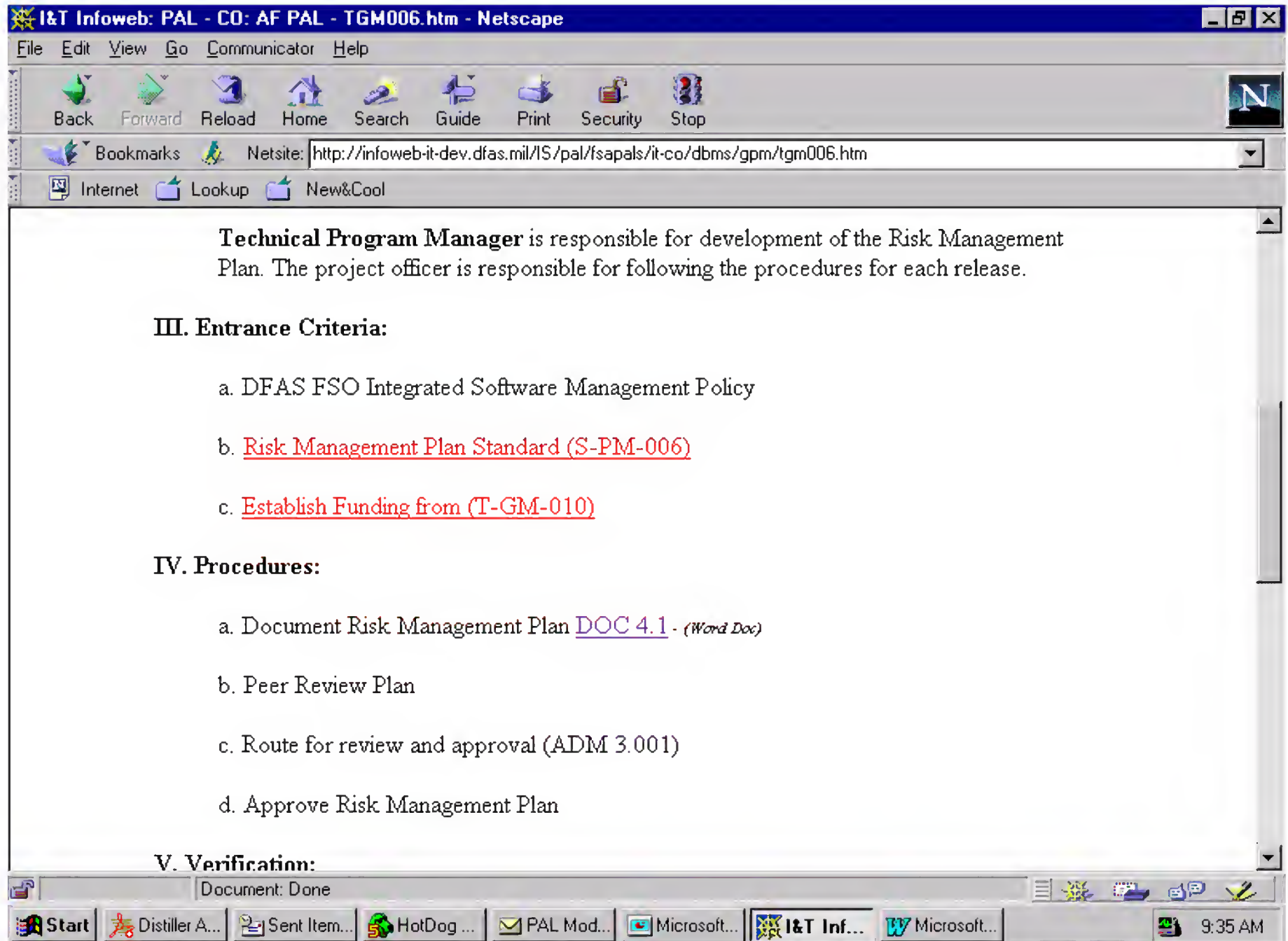Architecture | Systems Management | Systems | Infrastructure Services | Y2K Initiative | DFAS/DISA Business | Library

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COLUMBUS
Accounting & Finance

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Global Project Management
Requirements Initiation
Functional Analysis
Technical Design
Development
Testing
Delivery
Tracking & Analysis
Crosswalk to OSSP

Welcome

This is a prototype of the
Accounting and Finance Process
Asset Library. This library
contains the defined software
process for Accounting and
Finance.

On the left side of this page is a
list of 8 components. Each
component contains tasks which
are linked to standards,
procedures, and sample
documents.

Index

Look in the index for a list of
standards, procedures, forms,
templates, and project lessons
learned.

What's New

Form 1 has been modified for
use on all Independent Releases.

Templates for the Software
Development Plan and Software
Configuration Management Plan
are now available for use.

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Global Project Management

- T-GM-001   Develop Project Plan
- T-GM-002   Develop Software Quality Assurance Plan
- T-GM-003   Develop Configuration Management Plan
- T-GM-004   Develop Test Plan
- T-GM-005   Develop Product Delivery Plan
- T-GM-006   Develop Risk Management Plan
- T-GM-007   Develop Software Process Improvement Plan
- T-GM-008   Document AIS Process
- T-GM-009   Prepare Project Staffing Profile
- T-GM-010   Prepare Project Funding Profile
- T-GM-011   Develop Training Program Plan
- T-GM-012   Develop Individual Development Plan
- T-GM-013   Develop Project Training Plan

Document: Done

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Technical Program Manager is responsible for development of the Risk Management Plan. The project officer is responsible for following the procedures for each release.

III. Entrance Criteria:

    a. DFAS FSO Integrated Software Management Policy

    b. Risk Management Plan Standard (S-PM-006)

    c. Establish Funding from (T-GM-010)

IV. Procedures:

    a. Document Risk Management Plan DOC 4.1 - *(Word Doc)*

    b. Peer Review Plan

    c. Route for review and approval (ADM 3.001)

    d. Approve Risk Management Plan

V. Verification:

X	Procedure		Task	PROJECT RISK MANAGEMENT PROCEDURE

Number: DOC-4.1.001   **Issued: MAY 24, 1996**

Purpose:

a. The purpose of this procedure is to describe the steps necessary to formally identify and manage risks during the life cycle of FSACO projects.   Risk management is a 'WHAT-IF' exercise to identify areas of concern that may impact the planned delivery of the project; and the development of strategies to eliminate the risk or lessen the impact if it occurs.

b. Risk Management is a standard practice in textbook project management procedures. It is required by SEI's Capability Maturity Model (CMM) and the DFAS-FSO Software Modification Scenario (SMS).   This document outlines the application of risk management procedures to FSACO project management.

Scope: The attached risk management procedures apply to all official FSACO projects. (See FSACO Project Management Program procedures for a detailed project definition.) Proposed changes should be brought to the attention of the FSACO Planning office.

Responsibilities:

PROJECT OFFICER: The Project Officer will be responsible for implementing the risk management process.   Specific action items may be delegated to action officers and

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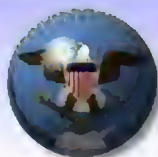
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Task: Develop Risk Management Plan   Task Number: **T-GM-006**
Revision/Change: 1.0   Effective Date: 03/01/99   Page:1 of 2
Component: Global Project Management
Category: Project Management

1.   **Task Name**: Develop Risk Management Plan

2.   **Purpose**: To establish a plan for controlling and managing risks.

3.   **Roles**: Project Manager is responsible for development of the Risk Management Plan.

4.   **Entrance Criteria:**
        a.   Developed Project Plan (S-PM-001)
        b.   DFAS ISO Integrated Software Management Policy - SM-12R
        c.   Risk Management Plan Standard (S-PM-006)
        d.   Establish Funding from (T-GM-010)
        e.   Documented Risk Standard (S-PM-013)

5.   **Procedures**:
        a.   Document Risk Management Plan in accordance with S-PM-006
        b.   Perform Peer Review of this Plan
        c.   Forward for approval
                1) PM/PSM
                2) Software Task Leader
                3) CM Manager
                4) Project SQA

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YEAR 2000 INITIATIVE
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- Key Features
- Understanding Level 3
- Overview of Key Process Areas
- Policies for Level 3 Key Process Areas
- Standard Software Processes
- Tailoring the Standard Software Process
- AIS's Defined Software Process
- Process Asset Library

AIS's DEFINED SOFTWARE PROCESS

- Contains roles, criteria, timeframes, and procedures for how tasks are completed
- Procedures may vary from standard task procedures:
  - Depending on agreements with the customer
  - Sequence of the tasks
  - Other local restrictions
- Procedures in the scenario tasks:
  - Must contain references to particular parts of local documents **or**
  - Must be defined by a set of detailed procedures (narrative or EPVX format)
  - Will include the name of the procedure as documented in the scenario task
  - Will be annotated as project-unique, SEO/I&T standard, DFAS standard, or DFAS best practice
  - Will be included in the PAL

START PREVIOUS NEXT
SAMPLE 1 - SAMPLE 2 - SAMPLE 3

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PROCESS ASSET LIBRARY SUMMARY

- Key Features
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- Provides easy access to documentation for reference and sharing
- Contains software process-related documentation at two levels.
  - Corporate level contains:
    - DFAS Standard software processes
    - DFAS Procedures
    - DFAS Policies
    - CMM Key Process Area Details
  - SEO/I&T level contains:
    - Site-specific standards and policies
    - Projects' tailored software processes
    - Projects' defined software processes
    - Projects' artifacts

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